



Communications Officer

Permanent and Part-Time (4 days)

Start date 03 August 2026

Salary £37,614 - £41,138 per annum pro rata

Plus generous benefits package

Hybrid / flexible working

About the role

We're looking for an experienced communications professional to join us at the National Galleries of Scotland. If you're skilled in seeking out news, love telling a good story, excel in writing engaging copy and thrive on building relationships, we want to hear from you.

This role is perfect for someone who has previous communications experience and is excited by our mission to make art work for everyone. You don't need to be an art expert. Curiosity, enthusiasm and being proactive matter more than formal art knowledge.

You'll help us to communicate with visitors and potential visitors to our three Edinburgh galleries - the National, Modern and Portrait. Sharing Scotland's incredible art collection with audiences locally, nationally and internationally. From major exhibitions, loans and new acquisitions to conservation breakthroughs, publications and community projects.

You will work with colleagues across the organisation as well as in collaboration with external partners such as Edinburgh Art Festival, Scotland+Venice and VisitScotland.

This is an exciting opportunity to play an important part in sharing Scotland's amazing art collection. Shaping stories that will reach millions of people across the world.

The difference you'll make

The Communications Officer is part of a supportive and creative Marketing and Communications team. Reporting to the Communications Manager, you'll work closely within a small team of five. Collaborating daily with a fellow Communications Officer, Press and Marketing Officer and Social Media Officer to deliver impactful communications campaigns.

Your duties will include but not be limited to:

- Planning and delivering thoughtful, well-planned earned media campaigns for upcoming exhibitions. From online, broadcast and print to podcasts, YouTube and social media.
- Identifying great stories and photo opportunities and pitching them confidently to global media.

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- Building relationships with journalists, content creators and production companies. From tabloids to podcasts to specialist publications.
- Writing engaging copy for press releases, colleague updates and our website.
- Organising events such as press views, influencer partnerships and photocalls to deliver creative and eye-catching content.
- Actively working in a busy press office, responding to enquiries by email, telephone, and social media.
- Providing regular reporting on press activities, including evaluating results and learnings.
- Responding to issues or crisis situations.
- Creating high quality social media content.
- Drafting award submissions.

Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Proven experience as a Communications Officer or in a similar role in communications at a similar level.
- Planning and delivering impactful communications campaigns.
- Securing meaningful media coverage and be able to tell us how you did it.
- A creative, enthusiastic and proactive approach to seeking out interesting stories that will appeal to our audience.
- Excellent written and verbal communication skills with the ability to create and edit audience focused content, such as press releases, website copy, social media posts and internal updates.
- Creating exciting and engaging social media content.
- Strong organisational skills with experience of delivering projects on time.
- Influencing, communicating and working well with other people across departments and as part of a team.
- Staying calm, confident and in control under pressure. Able to work quickly to tight deadlines.

It would also be great if you have:

- Understanding and experience of the culture sector.
- Visual arts awareness.
- Public affairs experience.
- Knowledge of copyright.
- Familiarity with Gaelic language.

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art including Tracey Emin and Joan Eardley, to contemporary

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portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled 2.6m visitors in 2025.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£37,614 - £41,138 per annum pro rata. Starting salaries will normally be at the minimum rate depending on experience.

Hours

28 hours (4 days) per week excluding a one-hour unpaid lunch break each day. There is some flexibility over the days to be worked but would preferably include a Friday. These can be discussed at interview stage. This role is hybrid but requires you to be on site for a minimum of 3 days a week with the remaining day working from home. Flexibility with working schedule is essential, some early evening and weekend work may be required. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at Modern One, 75 Belford Road, Edinburgh, EH4 3DR where car parking is available on site. However, you'll work across all our Galleries in the heart of Edinburgh - the National, Portrait, and Modern (One and Two) and Granton Art Centre.

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 28.97% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Monday, 13 April 2026.

Interviews will likely take place week commencing 20 April 2026.

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.